



## PROGRAMS

	2002-03 Actual	2003-04 Budget	2004-05 Recommended	2005-06 Projected
<b>Administration/Accounting</b>				
Provides financial and cash management for all City funds; maintains an accounting and reporting system in accordance with generally accepted accounting principles; plans and administers debt policies; develops long range financial plans; and coordinates the risk management program.				

<i>Appropriation</i>	1,363,786	1,460,986	<b>1,622,686</b>	1,698,017
<i>Full Time Equivalent Positions</i>	19	19	<b>20</b>	20

## Purchasing

Purchases materials, supplies and equipment for all City departments; awards purchase and service agreements; conducts the bidding process for all contracts except construction contracts; arranges and conducts the sale of surplus property.

<i>Appropriation</i>	907,098	546,025	<b>566,951</b>	591,752
<i>Full Time Equivalent Positions</i>	12	8	<b>8</b>	8

## Collections

Prepares all required notices/invoices and collects all City revenues including business privilege licenses, parking tickets, street assessments, user fees and utility payments, including Stormwater, Water and Sewer and Solid Waste payments.

<i>Appropriation</i>	1,171,760	1,410,420	<b>1,467,095</b>	1,520,566
<i>Full Time Equivalent Positions</i>	19	19	<b>19.5</b>	19.5

## Departmental Goals & Objectives

- Maintain or improve the City's uninsured bond ratings.
- Maintain tax-supported debt per capita at \$1,000 or less.
- Maintain tax-supported debt margin at 2% or less of the assessed property valuation.
- Reduce bond interest expense by a minimum of \$500,000 from structured debt transactions/refinancings.
- Maintain authorized investments for 100% of idle funds.
- Receive GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Increase MWBE activity in City procurement activities to achieve goals of 10% MBE, 10% WBE, 2% NABE and 2% HABE.
- Obtain 100% of required employee certifications within three years of hire date.

## PERFORMANCE MEASURES

	2002-03 Actual	2003-04 Budget	2004-05 Projected	2005-06 Projected
<b>WORKLOAD MEASURES</b>				
• No. of invoices processed	73,463	74,200	<b>74,900</b>	75,700
• No. of purchase orders issued	12,409	12,530	<b>12,660</b>	12,785
• No. of payments/receipts processed	558,267	564,000	<b>570,000</b>	575,000

	2002-03 Actual	2003-04 Budget	2004-05 Projected	2005-06 Projected
<b><u>EFFICIENCY MEASURES</u></b>				
• Interest expense reduction	\$2,937,926	\$3,000,000	\$1,000,000	\$1,000,000
• Tax supported debt per capita	\$691	\$650	\$730	\$680
• Tax supported debt margin	0.9%	0.7%	0.8%	0.8%
• % certification obtained within 3 years	100%	100%	100%	100%
<b><u>EFFECTIVENESS MEASURES</u></b>				
• City general obligation bond rating	AAA/AA1/AAA	AAA/AA1/AAA	AAA/AA1/AAA	AAA/AAA/AAA
• Revenue bond rating	AA+/AA3/AA+	AA+/AA3/AA+	AA+/AA2/AA+	AA+/AA1/AA+
• Certificate of participation rating	AA+/AA1/AA+	AA+/AA1/AA+	AA+/AA1/AA+	AA+/AA1/AA+
• % idle funds invested	100%	100%	100%	100%
• MWBE provision of supplies/equipment	9.4%	10.0%	10.0%	10.0%
• GFOA financial reporting standard met	Yes	Yes	Yes	Yes

## BUDGET SUMMARY

	2002-03 Actual	2003-04 Budget	2004-05 Recommended	2005-06 Projected
<b>Expenditures:</b>				
Personnel Costs	2,634,699	2,560,701	2,786,932	2,940,535
Maintenance & Operations	807,945	856,730	869,800	869,800
Capital Outlay	0	0	0	0
Total	3,442,644	3,417,431	3,656,732	3,810,335
Total FTE Positions	50	46	47.5	47.5
<b>Revenues:</b>				
Licenses/Permits	3,000,529	3,250,000	3,225,975	3,225,975
Internal Charges	6,042	24,000	2,500	2,500
All Other	35,468	49,000	69,000	69,000
Subtotal	3,042,039	3,323,000	3,297,475	3,297,475
General Fund Contribution	400,605	94,431	359,257	512,860
Total	3,442,644	3,417,431	3,656,732	3,810,335

## BUDGET HIGHLIGHTS

- The FY 04-05 and 05-06 budgets include funds for a new Accountant position. This position will assist existing staff in complying with the statutory requirements assigned to the Finance Department and meeting the service demands placed on it by all City departments.
- The reduction in the FY 03-04 personnel budget is the result of the consolidation of Graphic Services and the Supply & Mailroom functions. As a result of this reorganization, three positions were transferred from Finance (General Fund) to the Graphic Services Fund and one position was eliminated.

